



City of Anaheim
Office of the City Clerk

200 S Anaheim Blvd Suite 217
Anaheim, CA 92805
(714) 765-5166 • fax (714) 765-4105
www.anaheim.net

Request for Public Records

- STEP 1: COMPLETE all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
STEP 2: SUBMIT completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; landal@anaheim.net fax: (714) 765-4105
STEP 3: WAIT to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. Documents will not be copied until payment has been received. If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name: Matt Hamilton Date: 8/12/15 5:19 PM
Company Name: Los Angeles Times
(Mailing) Address: City/State/Zip Code:
Phone number: Email:
Preferred method of contact in the event of questions:
Email:

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

All public records (e-mail, memoranda, correspondence, budgets, expense reports) Offices of the Mayor, City Clerk, Finance Department, City Treasurer, Police Department, City Manager regarding the July 2015 visit to Anaheim by His Holiness the Dalai Lama. Please include incoming and outgoing correspondence (email and postal) regarding the event.

Relevant time frame: Nov. 1, 2014 to Aug. 11, 2015.

I am requesting that you waive all applicable fees associated with copying of documents as I believe this request is in the public interest and is not for commercial use. If you deny this request for a fee waiver, please advise me in advance of the estimated charges if they are to exceed \$50. Please send me a detailed and itemized explanation of charges.

To minimize the burden on your staff, please send records electronically, if possible. If this is not possible, please notify me before sending to the address listed below. Since time is a factor, please communicate with me by telephone. I can be reached a

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records Will Pick-Up Records [X] Please Mail

Electronically Signed/Submitted 8/12/15 5:19 PM

SIGNATURE OF REQUESTER